

D'Lacreme School of Cosmetology & Barbering

1787 North Texas Street Fairfield, Ca 94533
707.427.1712

CATALOG

&

CONSUMER INFORMATION

- Barbering
- Cosmetology
- Esthetics
- Manicuring

September 25, 2012 to September 13, 2013

Table of Contents

Letter From The Director.....	4
Approval Disclosure.....	5
Notice of Student Rights.....	6
Student Tuition Recovery Fund.....	6
Mission and Objectives.....	6
Administration Hours.....	7
Admission Policy.....	7
Starting Class Schedule.....	7
Holidays.....	7
Grievance Procedure.....	7
Student Records.....	8
Facilities.....	8
Handicapped Access.....	8
Health and Physical Considerations.....	8
History of Ownership.....	8
Orientation Class.....	9
Scholarships.....	9
Statement of Non-Discrimination.....	9
Career Counseling.....	9
Drug Abuse Prevention	9
Placement.....	9
Attendance Policy.....	9
Attendance Status.....	10
Class and Practice Hours.....	10
Credit Evaluation.....	10
Grading System.....	11
Graduation Diploma.....	11
Leave of Absence.....	11
Academic Progress.....	11
Courses of Study.....	13
Tuition and Fee Policies.....	14
Text and Equipment.....	14

Extra Instruction Charges.....	14
Re-entry Policy.....	15
Method of Payment.....	15
Withdraw From Course.....	17
B.P.P.E Formula.....	17
Transcripts.....	17
Student Eligibility Requirements.....	17
Curriculum For Cosmetology.....	17
Curriculum For Manicuring.....	20
Curriculum For Esthetician.....	21
Curriculum For Barber.....	22
Success Rates.....	24
Physical Requirements.....	24
Safety.....	24
Professional Requirements.....	24
Rules and Regulation.....	25
Student Rights and Responsibilities.....	28
Organizational Chart.....	30

Additional Forms

First Day of School Checklist.....	31
Holiday Schedule.....	32
Hold Harmless Agreement.....	33
Notice of Cancellation.....	34
Student Personal Chemical Services.....	35
Release of Information Authorization.....	36
Document Policies.....	37
Over Time Charges.....	38
Payment Installment Agreement.....	39
Student Dress Code.....	40
Tour.....	42
Leaving School Premises.....	42
Student Regulations.....	43

A LETTER FROM OUR DIRECTOR

Dear Student:

Welcome to D'Lacreme School of Cosmetology and Barbering, We thank you for selecting D'Lacreme School of Cosmetology and Barbering to obtain your training in the beauty field of your choice. You are entering a learning experience that will give you the opportunity to be successful in the beauty industry.

At D'Lacreme School of Cosmetology and Barbering, it is our goal to offer you the basic training to improve your opportunities to take and pass the licensure examination required by the California Board of Barbering and Cosmetology.

We emphasize the importance of teaching you how to be successful in the marketplace, and how to gain experience from each of the procedures and operations that you will perform during your training. The operations are an element necessary for you to take the required state license examination. The state license is required in order to obtain employment as a barber, cosmetologist, esthetician, or manicurist. Your training will take place within an environment similar to that of your prospective employers. This means that you will be expected to be punctual, respectful toward your instructor, your fellow students, and your patrons. It also means hard work, dedication, and lots of practical and theoretical work on your part. Your training will consist of theory classes, applications of subject matters studied in the theory classes, shop management, business concepts, and the element of personal success.

The training you will receive will allow you to obtain an entry-level position in the beauty industry. The real experience and the advancements in this industry will depend on your own efforts once you work in the beauty field.

It is a pleasure to have you join us at D'Lacreme School of Cosmetology and Barbering the degree of your success will depend on the dedication and effort you are willing to apply during the entire course of your training. Again, welcome to D'Lacreme School of Cosmetology and Barbering. The entire staff wishes you a successful career in the beauty business world.

Sincerely,

Ms. Jenny Contreras
School Director

Approval Disclosure Statement

D’Lacreme School of Cosmetology and Barbering is a private institution that is approved by the Bureau for Private Postsecondary Education. The Bureau’s approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau.

The Bureau has approved the following courses offered by D’Lacreme School of Cosmetology and Barbering

Barbering	1500 Clock Hours
Cosmetology	1600 Clock Hours
Esthetics	600 Clock Hours
Manicuring	400 Clock Hours

Instruction is provided within a 5,600 sq. foot facility suitable to accommodate **100** students at any one time. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel before enrolling, attending class, or signing enrollment agreements.

The following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements.

The State of California Department Consumer Affairs – Board of Barbering and Cosmetology provides licenses to graduates upon passing the Board of Barbering and Cosmetology examinations.

The Bureau for Private Postsecondary Education – Persons seeking to resolve problems or present complaints should first contact the immediate instructor in charge. Requests for further action may be made to the Institution’s Instructor in charge. Additional request for further consideration may be presented in writing to: **Ms. Jenny Contreras**, Director of D’Lacreme School of Cosmetology and Barbering. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, Ca 95833, **www.bppe.ca.gov**, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

I certify that all contents of this catalog are current, true, and correct to the best of my knowledge.

Ms. Jenny Marie Yepiz, Owner

Notice of Student Rights

1. You may cancel your enrollment agreement for school, without any penalty or obligation until the seventh business day following your first class session as described in the Notice of Cancellation form that will be given to you on the first day of class.
Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities.
If you have lost your Notice of Cancellation form, you may ask the school for a sample copy.
2. After the end of the cancellation period, you also have a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the enrollment agreement. If you lost your enrollment agreement, you may ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may transfer to another school, teach-out, or receive a school refund which ever is applicable. Contact **The Bureau for Private Postsecondary Education** at the address and phone number printed below for information.
4. If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

The Bureau for Private Postsecondary and Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, Ca 95833
Toll-free (888) 370-7589 Fax (916) 263-1897 www.bppe.ca.gov

Mission and Educational Objectives

At D'LaCreme School of Cosmetology and Barbering, our **mission** is to offer our students the training to assist them to acquire the knowledge and skill necessary to pass the California State Board of Barbering and Cosmetology examinations required for a state license.

Our prime vocational **objective** is to train and produce knowledgeable graduates able to seek and find entry-level employment in the beauty industry. Our successful students should be able to function effectively at an entry level in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, Make-up Artist, Barber, Esthetician, or as a Beauty Salon Operator. Normal progression based on individual efforts and job experience, should move him/her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Instructor, School Supervisor, School Director, or School Owner.

D'LaCreme School of Cosmetology and Barbering is a team of professionals who draw on our collective talents to profitably provide quality training for students in all areas of cosmetology. We treat everyone with respect and deliver training with excellence in a friendly, affordable and professional manner. We set new industry standards and exceed customer and student expectations.

We retain our values and adapt to change without losing sight of our mission. We lead our industry through innovation and live our motto: *Quality and Excellence in Education.*

To maintain the finest education and fulfill our mission, we will:

Serve our students and patrons using the most effective methods, highest quality teaching and the best technology.

Develop our talents and work as a team, prioritizing what we do.

Maintain competitive prices for our services and become more cost effective.

Control our own destiny by creating profitable growth opportunities for D'LaCreme School of Cosmetology and Barbering, our associates, students, and alumni.

Administration Business Hours

The school administrative offices are open for business Tuesday through Friday from 8:30 a.m. to 7:00 p.m. and Saturday 8:30 to 5:00p.m. For issues related to admissions, academics, accounting, and placement, please make an appointment or visit the offices within their business hours. The administrative office may be reached at (707) 427-1712 located at 1787 North Texas Street, Fairfield, Ca.

Admission Policy

The school is accepting applicants for admissions as regular students once the following criterion has been met:

Applicant must provide a copy of his/her U.S. High School Diploma, GED, California State Proficiency Test or its equivalent.

Starting Class Schedules for 2012-2013

All course classes are scheduled to start every Tuesday or as enrollment warrants for Barbering, Cosmetology, Esthetics, and Manicuring. See our admissions office for actual start dates. Our school hours and class days are Tuesday through Friday 8:30 am to 7:00 pm and Saturday 8:30 am to 5:00 pm. We are closed Sunday and Monday. Classes are held at 1787 North Texas Street, Fairfield, Ca.

Class schedules depend on the student's capability to attend school. Full-time classes are held from Tuesday through Friday 8:30 am. to 7:00 pm. part-time, a four hour evening schedule is 3:00 pm to 7:00 pm Tuesday to Friday, Saturday 8:30 am to 5:00 pm.

Calendar/Holidays

The college is closed on Sunday, Monday, and the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. A "special" holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed.

Grievance Procedure:

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's instructor in charge; the student is to make his/her grievance known to the Institution's Director Ms. Jenny Contreras, at D'LaCreme School of Cosmetology and Barbering, 1787 N Texas St. Fairfield, CA 94533 (707) 427-1712. It is strongly recommended that all grievances be presented in writing. We will also accept oral grievances. The school will provide a corresponding oral or written response to all

grievances within 10 business days. For further action if the matter is still unresolved, please contact:

The Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, Ca 94833
Toll-free (888) 370-7589 Fax (916) 263-1897
www.bppe.ca.gov

Disclosure and Retention of Student Records

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file.

Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment, and are maintained by the institution. We will maintain records for 5 years from the last day of attendance and Transcripts are maintained permanently. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of governmental agencies so authorized by law. All current student records are kept in a locked cabinet in the Director's office.

Facilities

D'LaCrete School of Cosmetology and Barbering is in a 5,600 square foot air-conditioned, modern facility with many amenities for our students. Our school simulates salon conditions to help our student "learn-by-doing", with modern equipment and a variety of supplies that help enhance the students' product knowledge. There is a lounge that can be used for eating breaks. Each student uses a locker to keep his/her private articles. There is a theory room where theoretical knowledge is learned and applied. There is also a freshman room where students begin their training to advance to the clinic floor, which is where students maintain a station and begin performing operations on clients.

Library

The library is located within the school. It holds a collection of textbooks, review books, practical books, theory books, instructional movies, DVDs, and other reading materials. The students may obtain access to the library during school hours. They may check out a book or other resource by signing their name on a list along with the title of the book or other resource.

Housing

D'LaCrete School of Cosmetology and Barbering does not provide assistance to find housing.

Handicapped (Wheelchair Access)

Access by persons on wheelchairs is available.

Health and Physical Considerations

Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with patrons. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

History and Ownership

De Loux Schools of Cosmetology Inc. had been an established school located in the city of Fairfield since 1998. In 2009, De Loux Schools of Cosmetology Inc. was purchased by Ms. Jenny Yepiz and became Lexxus School of Cosmetology and Barbering. In 2012, the name was changed from Lexxus School of Cosmetology and Barbering to D'Lacreme School of Cosmetology and Barbering.

Faculty

D'Lacreme School of Cosmetology and Barbering is equipped with a faculty consisting of industry professionals who hold valid licenses and are capable of fulfilling the responsibilities of educating students on the latest techniques and most updated information. D'Lacreme School of Cosmetology and Barbering maintains a licensed Faculty member on site to supervise all students.

Jenny M. Yepiz – Owner/Freshman Class Instructor for Cosmetology, Esthetics, and Manicuring Students

Ms. Yepiz is a Licensed Cosmetologist and Licensed Esthetician. She has three years experience in operating a business. Ms. Yepiz has a Barbering Diploma and is in the process of applying for a Barbering License.

Mr. Anthony Loud- Barber Instructor for Freshman and Senior Barbers

Mr. Loud is a licensed Barber. He has 5 years experience working in the Barbering industry as a barber.

Ms. Brenda Washington- Substitute Instructor for all Courses

Ms. Washington has been in the Cosmetology industry for 20 years. Ms. Washington is a Licensed Cosmetologist. She has been an Instructor for 10 years, and a Salon Owner for 16 years.

Orientation Class

Orientation classes are held one (1) week prior to the student's enrollment date at our school facility. Before the first day of classes, the student would have physically visited and reviewed the school facilities and have signed an enrollment agreement for the course of study with the institution. The school reserves the right to postpone a class start date for up to 90 days with prior notice.

Scholarships

Our college does not have an institutional scholarship program. We do not participate in Federal or State Financial Aid programs. However, we do offer private pay programs **please see the Registrars Office for further details.**

Statement of Non-Discrimination

D'Lacreme School of Cosmetology and Barbering does not discriminate on the basis of race, creed, color, religion, sex, handicap, financial status, age, area of origin, or residence in its admissions, staffing, instruction, and/or graduation policies.

Career Counseling

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student's progress as scheduled for the period of enrollment. Salon / Spa owners and stylists/ operators are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and administrative staff.

Student Services

D'Lacreme School of Cosmetology and Barbering provide answers to all questions concerning administrative, financial, and all other school related issues. We inform students on all upcoming beauty industry shows and advanced education, updates/changes of all Board of Barbering and Cosmetology Information, student Id's/Name Badges, student activities, student competitions, and limited job placement.

Drug Abuse Prevention Program

The school makes drug and substance abuse information available to its students, staff, and instructors. Any individual associated with D'Lacreme School of Cosmetology and Barbering who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may contact our admissions office for professional referral.

Placement

D'Lacreme School of Cosmetology and Barbering fees do not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the California State Board of Barbering and Cosmetology license examination are recorded as passed or failed. Students that fail the exam are encouraged to return to D'Lacreme School of Cosmetology and Barbering for assistance and guidance for subsequent attempts to pass the exam. Job placement is not guaranteed.

Attendance, Tardy and Make-Up Policies

Attendance must be maintained at an average of 80% of the scheduled attendance, if the student may be expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. An absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. However, the made-up work by

the student will not provide credit for hours or operations if not physically performed within the school premises. If the student is absent for (10) ten consecutive days, the school will withdraw him / her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand. Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Clock-in time is rounded to the nearest ¼ hour. Once theory classes have begun (by eight minutes), students will not be allowed to enter the classroom, but will receive credit for applied effort by assignment only.

Attendance Status

Full-time students are required to be enrolled to attend a minimum of 32 clock hours per week. Part-time enrollment is defined as 20 clock hours per week.

Class and Practice Hours – Credit Procedure

Students at D’Lacreme School of Cosmetology and Barbering record their attendance by entering their names and time to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour. Students receive credit for operations completed after each operation or project verified by an instructor. The daily hours and operations earned are recorded in a weekly record card. The student and the instructor must initial the weekly record card daily. At the end of the week, a new weekly record card is prepared from the last week’s record card. **Record cards must remain in the school at all times to remove them from the school will result in loss of credit.**

Credit Evaluation

D’Lacreme School of Cosmetology and Barbering officials will grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Act and the California State Barbering and Cosmetology Board Rules and Regulations. Occasionally, a student’s acceptance by the school will depend entirely on the credit evaluation conducted by the California State Barbering and Cosmetology Board. Before enrolling in D’Lacreme School of Cosmetology and Barbering, it is the student’s responsibility to obtain the state’s evaluation. D’Lacreme School of Cosmetology and Barbering has not entered into an articulation or transfer agreement with any other college or university. **FRESHMAN CLASS:** The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations and student practice. The freshman class teaches and introduces the basics of those areas that the student will need to know to pass the Board of Barbering and Cosmetology examination. From this initial introduction, the student will learn all the fundamental basics for his/her future and career. The hours spent in the freshman class are 200 for the cosmetology course, 75 for the Esthetician course, 50 for the Manicuring course, and 100 hours for the Barber course. D’Lacreme School of Cosmetology and Barbering considers the freshman classes to be the foundation for the students’ learning process.

Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Evaluation forms are issued to the students at 25%, 50%, 75%, 100% and 150% of the scheduled completion of the course. In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Theory Grading		Practical Grading	
90%-100%	A Excellent	90%- 100%	A Excellent
80%- 89%	B Above average	80%- 89%	B Above average
70%- 79%	C Average	70%- 79%	C Average
69%- or below	D Unsatisfactory	60%- 69%	D Unsatisfactory

Graduation Diploma

When a student has completed the required clock hours, theory hours and practical operations for his/her course of study with a GPA (Grade Point Average) of “C” (70%) or better, **and has met all financial obligations** he/she receives a Diploma verifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Examinations.

Leave of Absence

Occasionally, students may experience extended personal, medical, or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the starting and ending date of the leave of absence. Leaves of Absence may be granted for up to 60 days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 20 days but less than 60 days. Under no circumstances can the school grant more than a single (1) LOA within each 12-month period of enrollment. Students will not be assessed additional tuition charges while on their Leave of Absence. Before the start of the leave of absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance.

Satisfactory Academic Progress (SAP)

STANDARDS: This institution expects all of its students to maintain **Satisfactory Academic Progress (SAP)** as established by this institution, the student must:

1. Maintain a cumulative academic average of “C” (70%) or better at the end of each of the evaluation period.
2. Maintain an attendance level of at least (80%) of the scheduled hours indicated on their enrollment agreement at the end of each of the evaluation period.
3. Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks (including grace time fro absences), he or she must complete within 66 weeks.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS: Students compliance with the Satisfactory Academic Progress Policy is to divide into evaluation periods and is assessed at each 25 percent of the scheduled course completion. The following are hour evaluation periods for each course offered:

Cosmetology	400 hrs.	800 hrs.	1200 hrs.	1600 hrs.
Barbering	500 hrs.	800 hrs.	1300 hrs.	1500 hrs.
Esthetician	150 hrs.	300 hrs.	450 hrs.	600 hrs.
Manicuring	100 hrs.	200 hrs.	300 hrs.	400 hrs.

All scheduled review dates will be set in accordance to the enrollment dates stated on the enrollment contract. In addition to the required number of hours, students must also have to maintain a “C” (70%) or better grade average.

PROBATION PERIOD: Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given evaluation period will be placed on a probation status until the following evaluation period. Students who fail to meet SAP by the conclusion of the probation period will be deemed no to be making satisfactory progress and will be counseled. Students at this time may be terminated from the course of study.

APPEAL PROCEDURES: The student, who wishes to appeal the non-satisfactory progress status, must submit a written request to the Director of the institution. The request is to be presented within (15) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. The Director shall evaluate the appeal within five (5) business days and notify the student in writing of her decision. Should the student’s appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his or her case. The committee shall be named from three (3) current staff members and two (2) current students as needed. And provided written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

REINSTATEMENT: A student that prevails upon the appeal process will be determined as making satisfactory progress.

RE-ENTERING: Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

COURSE INCOMPLETENESS: Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's courses of instruction.

Courses of Study and ESL:

All courses offered by D'Lacreme School of Cosmetology and Barbering are taught in English, theory classes are conducted in English. Freshman classes are conducted in a separate classroom. Demonstrations from the beauty field representatives are provided in English. Classes in the clinic floor are conducted in English. The institution does not provide English as a second language course. D'Lacreme School of Cosmetology and Barbering utilizes the Milady's Standard Textbooks of Barbering, Cosmetology, Esthetics, and Nail Technology as its main reference and instructional guide.

Tuition and Fees Policies

Institutional charges for the entire tuition, registration fee, books and supplies may be assessed and posted in the students tuition account within the first payment period.

Textbooks, Equipment and Supplies

At the beginning of the freshman training, each student will be issued a complete kit of equipment with a carrying case. The kit contains the equipment necessary for a successful completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost, or stolen. **Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment therefore, becomes the property and responsibility of the student.**

Tuition and Fee Schedule

Refundable or Not Refundable	May Be Refunded	Not Refundable	Not Refundable	Not Refundable		
Course	Tuition	Registration Fee	Kit, Book	STRF	Total	Weeks
Barbering	\$6,000.00	\$100.00	\$900.00	\$15.00	\$7,015.00	39-64
Cosmetology	\$6,500.00	\$100.00	\$900.00	\$16.25	\$7,516.25	42-67
Esthetics	\$6,100.00	\$100.00	\$800.00	\$15.25	\$7,015.25	16-26
Manicuring	\$2,500.00	\$100.00	\$600.00	\$6.25	\$3,206.25	11-18

Once issued, the books and supplies are not returnable due to sanitary considerations.

NOTE: Length of course duration will vary in accordance to the number of hours the student is expected to attend on a weekly basis as stated on the enrollment agreement.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Extra Instruction Charges

If a student reaches the expected graduation date stated on his/her enrollment agreement and needs additional time to complete hours and/or operations, D'LaCrete School of Cosmetology and Barbering will extend a courtesy period of two (2) additional weeks of training without assessing additional charges. After that period, the hourly rate will be; **\$5.00** for Cosmetology, **\$5.00** for Barbering, **\$10.00** for Esthetics, and **\$6.25** for Manicuring. Students who withdraw without reaching their expected graduation date will accumulate missed hour charges at the above rate for the appropriate course of study.

These charges are designed to discourage students from taking unapproved leaves and for continual tardiness.

Re-Entry Policy

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to another institution before returning to D'LaCreme School of Cosmetology and Barbering, those hours and operations earned at the other institution may be credited to the student for the new re-enrollment if proper documentation is presented. Each re-entry is treated on an individual basis. D'LaCreme School of Cosmetology and Barbering reserves the right to reject students that had withdrawn from this school before.

Method of Payment

Payment plans are available through our private pay, **Please ask for details.** All school charges must be paid in full before graduation in order to receive proof of training.

Refund Policy: Buyer's Right to Cancel:

All funds paid will be refunded if the student is rejected for enrollment. All funds paid will be refunded if you cancel this contract within seven business days from the date you signed the agreement. You have the right to cancel the agreement for a course of instruction not including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement, until the seventh business day after the first class you attended.

Business day means a day on which you were scheduled to attend a class session.

Cancellation

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or phone. The written notice of cancellation, if sent by mail, it is effective when is deposited in the mail properly addressed with prepaid postage.

The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you can use any written notice that you may wish.

If the school has given you any returnable equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

As stated previously, books, supplies, and equipment are not returnable items due to sanitary reasons. Therefore, once you have received and accepted any supplies and/or equipment, the cost will be charged to your account.

If you cancel the enrollment agreement, the school will refund any money that you paid, less any deduction for equipment received.

Withdrawal from course: (Withdrawal notification must be presented to the Director/ Admissions office. NOTE: The Registrars office has been assigned as the only office authorized to receive notices of cancellations, withdrawals, and transfers. All notifications must be presented in writing in order to be processed by the Director/ Registrars office. Other administrative offices or faculty must refer the student to the Registrars office for terminations procedures.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the seventh business day following the first class you have attended, the school will remit a refund less a registration fee if applicable, not to exceed \$100.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for un-returned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition allowing for reasonable wear and tear, within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS FROM THE DETERMINATION DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO ARRANGE TO PAY THE BALANCE DUE.

HYPOTHETICAL REFUND EXAMPLE: Assume you upon enrollment in a 400 hour course, pay \$2,000.00 for tuition, \$100.00 for registration, and \$600.00 for kit and books, and withdraw after completing 100 hours without returning the equipment you obtained.

\$2,100.00	-	\$100.00	X (.75)	300 hours of instruction =	\$1,500.00
Amt. Paid		Reg. Fee		Paid for & not received	
Actual					
\$2,000.00 Tuition		Retained		400hrs of instruction	Refund
\$100.00 Reg. Fee		By School		For which you have paid	Amount

Earned fees would include Registration, Kit supplies and 25% of the Tuition charges. \$100.00 Registration, \$600.00 kit, and \$ 500.00 Tuition for a total of \$1,200.00 of earned fees. A \$1,500.00 check would be refunded.

In determining the amount, that the student owes for the period of time attended, the time elapsed includes the hours of training offered to the student but not attended by the student, from the first date of classes to the last date of recorded attendance. The student shall be deemed to have withdrawn from the course when any of the following occurs:

a)	Date when you notify the Director/ Admissions office of your intent to withdraw.
b)	Date when the school terminates your enrollment.

c)	Date when you failed to attend classes for a 10 day period
d)	Date when you failed to return as scheduled, from an approved leave of absence

Transcripts

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at D’Lacreme School of Cosmetology and Barbering is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Barbering, Cosmetology, Esthetics, or Manicuring is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending D’Lacreme School of Cosmetology and Barbering to determine if your diploma will transfer.

Student Eligibility Requirements

1. Be enrolled or accepted for enrollment in an eligible program on at least a part-time basis
2. Be a citizen or an eligible non-citizen
3. Be making satisfactory progress (as defined by the school’s policy) in the course of study
4. Have signed a statement (Enrollment application) of updated information

Qualifications to take Board of Barbering and Cosmetology (Board) exams:

1. Be at least 17 years of age
2. Has completed the 10th grade in a public school or its equivalent
3. Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code, and
4. Has completed the following hours in a Board Approved School/or completed a 3200 hour apprentice program in California:

Cosmetologist	Barber	Esthetician	Manicurist
1600 Hours	1500 Hours	600 Hours	400 Hours

These qualifications are the requirements for eligibility for licensure.

BARBERING COURSE (1500 Hours)

COURSE GOALS:

The primary purpose of the barbering program is to train the student to perform the art of barbering and its techniques such as: haircutting, shaving, massaging, facials, treatments of hair and skin, trimming and styling facial hair.

Objective: Upon completion of the program requirements the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
Expand basic skill and perfect communication skills.

2. Develop the science of barber-styling, consisting of knowledge essential to the performance of professional hair and skin services.
3. Develop the art in barbering that requires manual and dexterity skills to be applied in order to produce professional result.
4. Understand employer-employee relationship and respect the need to deliver worthy services for value received.
5. Apply the theory, technical information, and related matter to assure sound judgment, decisions, and procedure.

Course Description

Occupations: Barber and Barber-Stylist

State of California Barbering and Cosmetology Act, Board Rules and Regulations, recommends that schools provide training in the areas of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client services record cards. Instruction is given in consumer safety as an on-going concern and is practiced throughout the every aspect of the course of instruction.

State Law

The successful barber must know and comply with the laws, rules, and regulations governing the profession. These regulations are designed to contribute to the health, safety, and welfare of the public and the community.

Units of Instruction

Each unit of instruction is divided into six levels of instruction (1) Theory Classes, (lectures and demonstrations) (2) Theory Testing, (written and oral) (3) Practical operations demonstration (4) Practical operation on mannequins or other persons (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations).

Barbering Course Performance Objectives:

1. Acquire knowledge of Laws and Regulations created by the Board of Barbering and Cosmetology.
2. Understand disinfection and sanitation procedures.
3. Acquire knowledge of general theory relative to barber chemistry and theory relative to practical procedures performed.
4. Acquire the ability to perform all required practical operations with a level of performance to equal 70% grade or better.
5. Acquire business management skills and techniques common to barbering.

Barbering Course Graduation Requirements

When the student has completed all required theory hours, practical operations, and a cumulative total of 1500 clock hours which encompasses both theoretical and practical training in barbering with a grade point average (GPA) of 70% "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Examinations.

Course Consists of:

Health/ Safety- Hazardous Substances

Students are trained in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals, prevention of chemical injuries, health and safety laws, agencies, prevention, contamination control, ergonomics, and communicable diseases including Hepatitis B and HIV/AIDS.

Disinfection and Sanitation

Procedures to protect the health and safety of the consumers as well as the technician, disinfecting instruments and equipment will be emphasized throughout training.

Anatomy-Physiology-Bacteriology

Body systems, cells, tissues, organs, types and classifications of bacteria, viruses and fungi.

Facial Treatments, Mustache and Beard Design

Learning objectives are suitable designs and treatments, and the procedure of shaving.

Hairstyling and Haircutting

Principle of hairstyling and haircutting techniques, clipper cutting, shear cutting, and razor cutting.

Chemicals

Haircoloring, permanents, relaxers, bleach, and safety measures in the use of chemicals.

Selling in the barber shop

Objective is to introduce the barber to the psychology of selling, management, and business aspects.

Professional Development

Orientation, school rules, and regulations. Professional and personal development. Professional ethics, professional image, personality development, life skills, and communication skills.

Instruction specializes in training requisites to apply for California Board of Cosmetology and Barbering Licensing Examinations. Our focus is the development of professional skills and attitudes relative to a Barbering Career for our students. Graduates will have the basic skills to pass the State Board and secure an entry-level position in the field of Barbering.

The curriculum entailed in a barbering course will consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering basic concepts of every aspect of Barbering.

Technical instruction specifies in demonstrations, lecture, classroom participation, or examination instructions. Practical instruction is physical performance by the student of a complete service on a mannequin or human.

	THEORY SUBJECT	MINIMUM HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
1	Cosmetology Board Act and Regulations	20	
2	Cosmetology Chemicals	20	
3	Health, Safety and Chemical Substances	20	
4	Theory of Electricity	5	

5	Disinfections and Sanitations	20	
6	Bacteriology, Anatomy and Physiology	15	
7	Scalp Manipulations and Massages	80	
8	Shaving	20	80
9	Rest Facials	20	80
10	Shampooing	5	70
11	Haircutting	5	500
12	Hair Waving and Curling	10	60
13	Hair Coloring and Tinting	10	65
14	Hair Processing and Relaxing	10	60
15	Chemical Applications	5	60
16	Facial Chemicals	5	
17	Hair Pieces	5	60
18	Hazardous Substances	20	10
19	Sales Techniques	10	20

GRADIN
G
 Students are graded by percentages on all written tests, and practical operations.

INSTRUCTIONAL METHOD

The method used to teach each course consists of written tests to find the level of which each student is learning and practical tests are given to evaluate each student's skills. Instructors will periodically give demonstration classes where they show students how to complete a certain task then the instructors step back and allow the students to repeat the operation. Students are critiqued for every operation they complete and are expected to complete a minimum of ten operations per day. Practice on an actual person helps the students develop comfortability with working in an actual salon so clients are distributed evenly amongst the students during practical training. At the beginning of the barbering course students enter as freshmen, where they accumulate 100 hours in a freshman classroom gaining the knowledge to advance to the clinic floor as senior students. Once all freshman classes have been taken, a review of all materials covered is given following a freshman exit exam. Once students demonstrate the preparedness with a passing score, they are advanced to the clinic floor as senior students. Theory is given every morning at 8:30am to 9:30am on Tuesday, Wednesday, and Thursday. On Fridays students are tested on the subjects covered in Theory for that week. Theory is for freshman and seniors. Senior students receive classes of the same subjects as the freshman students except in a more in depth approach with a floor instructor. Senior students are expected to finish specific assignments on mannequins, other students, and the public.

COSMETOLOGY COURSE (1600 Hours)

COURSE GOALS:

The primary purpose of the cosmetology course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitude necessary to pass the Board of Barbering and Cosmetology Examinations and competency in job entry level positions in cosmetology or related career field.

Objective: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships, and respect the need to deliver worthy service for value received.
4. Perform the basic hair and skin care services, work with all required tools to perform cosmetology techniques including proper use of equipment, machines, and perform hair removal and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

Course Description

Occupation: Cosmetology Specialist

State of California Barbering and Cosmetology Act, Board Rules and Regulations, recommends that schools provide training in the areas of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client services record cards. Instruction is given in consumer safety as an on-going concern and is practiced throughout the every aspect of the course of instruction.

State Law

The successful cosmetologist must know and comply with the laws, rules, and regulations governing the profession. These regulations are designed to contribute to the health, safety, and welfare of the public and the community.

Units of Instruction

Each unit of instruction is divided into six levels of instruction (1) Theory Classes, (lectures and demonstrations) (2) Theory Testing, (written and oral) (3) Practical operations demonstration (4) Practical operation on mannequins or other persons (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations).

Cosmetology Course Performance Objectives:

6. Acquire knowledge of Laws and Regulations created by the Board of Barbering and Cosmetology.
7. Understand disinfection and sanitation procedures.
8. Acquire knowledge of general theory relative to cosmetology chemistry and theory relative to practical procedures performed.
9. Acquire the ability to perform all required practical operations with a level of performance to equal 70% grade or better.
10. Acquire business management skills and techniques common to cosmetology.

Cosmetology Course Graduation Requirements

When the student has completed all required theory hours, practical operations, and a cumulative total of 1600 clock hours which encompasses both theoretical and practical training in cosmetology with a grade point average (GPA) of 70% "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Examinations.

Course Consists of:

Health/ Safety- Hazardous Substances

Students are trained in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals, prevention of chemical injuries, health and safety laws, agencies, prevention, contamination control, ergonomics, and communicable diseases including Hepatitis B and HIV/AIDS.

Disinfection and Sanitation

Procedures to protect the health and safety of the consumers as well as the technician, disinfecting instruments and equipment will be emphasized throughout training.

Anatomy-Physiology-Bacteriology

Body systems, cells, tissues, organs, types and classifications of bacteria, viruses and fungi.

Chemistry

Chemical composition and purpose of cosmetics. Skin care preparation, chemical peels, physical and chemical changes of matter, ph scales.

Thermal Hairstyling

Handling of implements used, style pattern, artistry in hairstyling, comb-out hair analysis, straightening, waving, curling with hot combs, curling irons. Blow-dry styling, press and curl techniques, and safety precautions.

Permanent Waving

Scalp and hair analysis, principal actions in chemical and heat perm waving curling rods, procedures for normally tinted, bleached, and damaged hair. Record cards, release forms, and safety precautions.

Haircutting

Hair analysis, use of a razor, scissors, and thinning shears.

Haircoloring

Classification of hair, predisposition test, safety precautions, mixing, bleaching, dye removals, product knowledge, record cards, release forms, and safety precautions.

Professional development/ Selling in the salon

Ethics, professional image, personality development, life and communication skills, and psychology of selling, management, and business aspects.

Training requisites to apply for California Board of Barbering and Cosmetology Licensing Examination. Development of professional skills and attitudes relative to a Cosmetology career. Successful graduates will have the skill and knowledge to pass the State Board and secure entry-level employment.

The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

	SUBJECT	MINIMUM	MINIMUM
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		HOURS OF INSTRUCTIONS	PRACTICAL OPERATIONS
1	The Cosmetology Act and the Board's Rules and Regulations	20	
2	Cosmetology Chemistry (Shall include the chemical composition and the purpose of cosmetic, nail and skin care preparations. Shall also include the elementary chemical make-up, physical, and chemical changes of matter.)	20	
3	Health and safety/Hazardous Substances	20	
4	Theory of Electricity in Cosmetology (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	5	
5	Disinfection and Sanitation	5	
6	Bacteriology, Anatomy, and Physiology.	15	
7	Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling and comb-outs.)	25	200
8	Thermal Hair Styling and blow drying including press and curl	20	40
9	Permanent Waving (Shall include hair analysis, and chemical and heat permanent waving.)	20	80
10	Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20	25
11	Haircutting (Shall include hair analysis, and the use of the razor, electric clippers, and thinning shears, for wet and dry cutting.)	20	80
12	Hair Coloring and Bleaching (Shall include hair analysis predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.)	40	20 Bleach 50 Hair Color
13	Scalp and Hair Treatments. (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulations, and other hair treatments.)	5	20
14	Facials A. Manual (Shall include cleansing, scientific manipulators, packs, and masks.)	5	10

	B. Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.)	10	15
15	Chemical/ Skin Peels, Masks et.	10	15
16	Eyebrow Arching and Hair Removal. (Shall include the use of wax, tweezers, electrical or manual depilatories for the removal of superfluous hair.)	10	20
17	Make-up. (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	15	10
18	Manicuring and Pedicuring A. Water and Oil Manicure B. Complete Pedicure (Shall include nail analysis and foot and ankle massage.) C. Artificial Nail a. Liquid and Powder Brush-on b. Artificial Nail Tips c. Nail Wraps and Repairs	5 5 25	15 10 50 Nails 50 Nails 20 Nails
19	Additional Training (May include professional ethics, personal hygiene, good grooming, normal clean-up duties. Training required keeping student records, modeling, desk and reception, and care and styling of wigs. May also include not more than sixteen-(16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time and description of the field trip shall be recorded on student's daily record.)	Maximum Hours of Additional Training 100	

GRADING

Students are graded by percentages on all written tests, and practical applications.

INSTRUCTIONAL METHOD

The method used to teach each course consists of written tests to find the level of which each student is learning and practical tests are given to evaluate each student's skills. Instructors will periodically give demonstration classes where they show students how to complete a certain task then the instructors step back and allow the students to repeat the operation. Students are critiqued for every operation they complete and are expected to complete a minimum of ten operations per day. Practice on an actual person helps the students develop comfortability with working in an actual salon so clients are distributed evenly amongst the students during practical training. At the beginning of the cosmetology course students enter as freshmen, where they accumulate 200 hours in a

freshman classroom gaining the knowledge to advance to the clinic floor as senior students. Once all freshman classes have been taken, a review of all materials covered is given following a freshman exit exam. Once students demonstrate the preparedness with a passing score, they are advanced to the clinic floor as senior students. Theory is given every morning at 8:30am to 9:30am on Tuesday, Wednesday, and Thursday. On Fridays students are tested on the subjects covered in Theory for that week. Theory is for freshman and seniors. Senior students receive classes of the same subjects as the freshman students except in a more in depth approach with a floor instructor. Senior students are expected to finish specific assignments on mannequins, other students, and the public.

ESTHETICS COURSE (600 Hours)

COURSE GOALS:

The primary purpose of the esthetician course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitude necessary to pass the Board of Barbering and Cosmetology Examinations and competency in job entry level positions in esthetics or related career field.

Objective: Upon completion of the program requirements, the determined graduate will be able to:

6. Project a positive attitude and a sense of personal integrity and self-confidence.
7. Practice proper grooming and effective communication skills and visual poise.
8. Understand employer-employee relationships, and respect the need to deliver worthy service for value received.
9. Perform the basic skin care services, work with all required tools to perform esthetician techniques including proper use of equipment, machines, and perform hair removal and makeup.
10. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

Course Description

Occupation: Skin Care Specialist

State of California Barbering and Cosmetology Act, Board Rules and Regulations, recommends that schools provide training in the areas of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client services record cards. Instruction is given in consumer safety as an on-going concern and is practiced throughout the every aspect of the course of instruction.

State Law

The successful esthetician must know and comply with the laws, rules, and regulations governing the profession. These regulations are designed to contribute to the health, safety, and welfare of the public and the community.

Units of Instruction

Each unit of instruction is divided into six levels of instruction (1) Theory Classes, (lectures and demonstrations) (2) Theory Testing, (written and oral) (3) Practical

operations demonstration (4) Practical operation on mannequins or other persons (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations).

Esthetics Course Performance Objectives:

11. Acquire knowledge of Laws and Regulations created by the Board of Barbering and Cosmetology.
12. Understand disinfection and sanitation procedures.
13. Acquire knowledge of general theory relative to esthetician chemistry and theory relative to practical procedures performed.
14. Acquire the ability to perform all required practical operations with a level of performance to equal 70% grade or better.
15. Acquire business management skills and techniques common to esthetics.

Esthetics Course Graduation Requirements

When the student has completed all required theory hours, practical operations, and a cumulative total of 600 clock hours which encompasses both theoretical and practical training in cosmetology with a grade point average (GPA) of 70% "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Examinations.

Course Consists of:

Health/ Safety- Hazardous Substances

Students are trained in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals, prevention of chemical injuries, health and safety laws, agencies, prevention, contamination control, ergonomics, and communicable diseases including Hepatitis B and HIV/AIDS.

Disinfection and Sanitation

Procedures to protect the health and safety of the consumers as well as the technician, disinfecting instruments and equipment will be emphasized throughout training.

Anatomy-Physiology-Bacteriology

Body systems, cells, tissues, organs, types and classifications of bacteria, viruses and fungi.

Manual Facials

Cleansing, scientific manipulations, packs, and masks.

Electrical Facials

Use of electrical modalities including dermal light and electrical apparatus for facials and skin care purpose.

Chemical Facials

Chemical skin peels, packs, masks, scrubs.

Hair Removal

Use of wax and tweezers for removal of hair.

Makeup Application

Skin analysis, complete and corrective makeup, lash and brow tinting. False eyelash application.

Professional development/Selling in the salon/spa

Ethics, professional image, personality development, life and communication skills, and psychology of selling, management, and business aspects.

Training requisites to apply for California Board of Barbering and Cosmetology Licensing Examinations. The development of professional skills and attitudes relative to

a Cosmetology career will be engrafted in to the training. Successful graduates will have the skills and knowledge to pass the State Board and secure entry-level employment . The curriculum for students enrolled in an Esthetics course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of Esthetics. Technical instruction means instruction by demonstration, lecture, classroom participation or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

	Subject	Minimum Hrs Instruction	Minimum Practical Operations
1	The Cosmetologist Act and the Board's Rules And regulations	10	
2	Chemistry as pertaining to practices of Esthetics and purpose of cosmetic and skin care preparation includes: elementary chemical matter of makeup, physical and chemical changes of matter	10	
3	Health and safety and hazardous substance	20	
4	Electricity includes: nature of electrical current, principles of operating electrical devices, and various safety precautions used when operating electrical equipment	10	
5	Disinfection and sanitation	10	10
6	Bacteriology, Anatomy and Physiology	15	
7	Facials a) Manual includes: skin analysis, cleansing, scientific manipulations, packs and masks b) Electrical includes: use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes c) Chemical includes: chemical peels, packs, masks and scrubs. Only epidermal layers may be removed in accordance to Section. 922	20 30 20	40 60 40
8	Eyebrow arching and tweezing	5	10
9	Depilatories	20	40
10	Makeup	20	40
11	Corrective makeup and applying false eyelashes	20	40
12	Additional Training includes: professional ethics, personal hygiene, good grooming, salesmanship, clean ups, keeping daily records, modeling, reception and no more than 8 credit hours for field trips. Such field trips are under direct supervision of a licensed instructor.	30	

GRADING

Students are graded by percentages on all written tests, and practical applications.

INSTRUCTIONAL METHOD

The method used to teach each course consists of written tests to find the level of which each student is learning and practical tests are given to evaluate each student's skills. Instructors will periodically give demonstration classes where they show students how to complete a certain task then the instructors step back and allow the students to repeat the operation. Students are critiqued for every operation they complete and are expected to complete a minimum of ten operations per day. Practice on an actual person helps the students develop comfortability with working in an actual salon so clients are distributed evenly amongst the students during practical training. At the beginning of the esthetics course students enter as freshmen, where they accumulate 75 hours in a freshman classroom gaining the knowledge to advance to the clinic floor as senior students. Once all freshman classes have been taken, a review of all materials covered is given following a freshman exit exam. Once students demonstrate the preparedness with a passing score, they are advanced to the clinic floor as senior students. Theory is given every morning at 8:30am to 9:30am on Tuesday, Wednesday, and Thursday. On Fridays students are tested on the subjects covered in Theory for that week. Theory is for freshman and seniors. Senior students receive classes of the same subjects as the freshman students except in a more in depth approach with a floor instructor. Senior students are expected to finish specific assignments on mannequins, other students, and the public.

MANICURING COURSE (400)

COURSE GOALS:

The primary purpose of the manicuring program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitude necessary to pass the Board of Barbering and Cosmetology Examinations and competency in job entry level positions in manicuring or related career field.

Objective: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships, and respect the need to deliver worthy service for value received.
4. Perform the basic nail care services, work with all required tools to perform manicuring techniques including proper use of equipment, machines, and perform various methods of nail extensions and enhancements.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

Course Description

Occupation: Manicurist

State of California Barbering and Cosmetology Act, Board Rules and Regulations, recommends that schools provide training in the areas of communication skills that

includes professional ethics, salesmanship, decorum, record keeping, and client services record cards. Instruction is given in consumer safety as an on-going concern and is practiced throughout the every aspect of the course of instruction.

State Law

The successful manicurist must know and comply with the laws, rules, and regulations governing the profession. These regulations are designed to contribute to the health, safety, and welfare of the public and the community.

Units of Instruction

Each unit of instruction is divided into six levels of instruction (1) Theory Classes, (lectures and demonstrations) (2) Theory Testing, (written and oral) (3) Practical operations demonstration (4) Practical operation on mannequins or other persons (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations).

Manicuring Course Performance Objectives:

1. Acquire knowledge of Laws and Regulations created by the Board of Barbering and Cosmetology.
2. Understand disinfection and sanitation procedures.
3. Acquire knowledge of general theory relative to manicuring chemistry and theory relative to practical procedures performed.
4. Acquire the ability to perform all required practical operations with a level of performance to equal 70% grade or better.
5. Acquire business management skills and techniques common to manicuring.

Manicuring Course Graduation Requirements

When the student has completed all required theory hours, practical operations, and a cumulative total of 400 clock hours which encompasses both theoretical and practical training in cosmetology with a grade point average (GPA) of 70% "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Examinations.

Course Consists of:

Health/ Safety- Hazardous Substances

Students are trained in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals, prevention of chemical injuries, health and safety laws, agencies, prevention, contamination control, ergonomics, and communicable diseases including Hepatitis B and HIV/AIDS.

Disinfection and Sanitation

Procedures to protect the health and safety of the consumers as well as the technician, disinfecting instruments and equipment will be emphasized throughout training.

Anatomy-Physiology-Bacteriology

Body systems, cells, tissues, organs, types and classifications of bacteria, viruses and fungi.

Chemistry

Chemical composition. Nail care preparation, physical and chemical changes of matter, pH scales.

Manicuring

Water and oil manicure, nail analysis, hand and arm massage.

Pedicuring

Complete pedicure, nail analysis, foot and ankle massage.

Acrylics

Liquid, powder brush-on, supplies, procedure, filing, fills, and nail repair.

Nail Tips

Application, filing, removal, supplies.

Nail Wraps and Repairs

Supplies, procedure, maintenance, repairs.

Professional development/ Selling in the salon

Ethics, professional image, personality development, life and communication skills, and psychology of selling, management, and business aspects.

Training requisite to apply for California State Board of Barbering of Cosmetology Licensing Examinations. Development of professional skills and attitudes relative to a Manicuring career. Successful graduates will have the skill and knowledge to pass the State Board and secure entry-level employment.

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of Four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination; Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

	Subject	Minimum Hours Of Instruction	Minimum Practical Operations
1	The Cosmetology Act and the Board’s Rules and Regulations	10	
2	Cosmetology Chemistry related to Manicuring practices (including the chemical composition and purposes of nail care preparations)	10	
3	Health and Safety/Hazardous Substance	15	
4	Disinfection/Sanitation	10	10
5	Bacteriology/Anatomy and Physiology	10	
6	Water and Oil manicures, including hand and arm massage	15	40
7	Complete manicure including foot/ankle massage	10	20
8	Application of artificial nails and powder	15	80 nails
	Brush on	10	60 nails
	Nail tips Nail wraps and repairs	5	40 nails
9	Additional Training Professional ethics, personality hygiene, good grooming and standard cleaning May include maximum of 16 hours for field trips. Such field trips must be under direct supervision of licensed instructor.	25	

GRADING

Students are graded by percentages on all written tests, and practical applications.

INSTRUCTIONAL METHOD

The method used to teach each course consists of written tests to find the level of which each student is learning and practical tests are given to evaluate each student's skills. Instructors will periodically give demonstration classes where they show students how to complete a certain task then the instructors step back and allow the students to repeat the operation. Students are critiqued for every operation they complete and are expected to complete a minimum of ten operations per day. Practice on an actual person helps the students develop comfortability with working in an actual salon so clients are distributed evenly amongst the students during practical training. At the beginning of the manicuring course students enter as freshmen, where they accumulate 50 hours in a freshman classroom gaining the knowledge to advance to the clinic floor as senior students. Once all freshman classes have been taken, a review of all materials covered is given following a freshman exit exam. Once students demonstrate the preparedness with a passing score, they are advanced to the clinic floor as senior students. Theory is given every morning at 8:30am to 9:30am on Tuesday, Wednesday, and Thursday. On Fridays students are tested on the subjects covered in Theory for that week. Theory is for freshman and seniors. Senior students receive classes of the same subjects as the freshman students except in a more in depth approach with a floor instructor. Senior students are expected to finish specific assignments on mannequins, other students, and the public.

Success Rates

Completion rate...pass/fail rate: Cos-100% pass, Bar-100% pass, Man-100% pass, Est-100%; placement rate: 100%

A successful graduate will reasonably expect as Barbers \$25-40/hr or \$2500/mo; Cosmetologists \$8-10/hr plus 25-40% commission; Manicurists 50-60% commission; Estheticians \$10/hr or \$2500/mo minimum. Much of the success of Cosmetic professions is dependent upon different factors: the location of the establishment (cities more demanding than suburban areas), the amount of clientele a professional receives over a period of time, skill is factor and suchlike. These rates were figured with the assistance of Regis Hair Salon, J's Barber, Elegant Nails and King's Cut's.

A barber's license limits him to work in a salon or a barbershop. A cosmetologist can successfully practice hair styling, manicuring, or skin therapy including provisionary assistance in a dermatology office. He/she can also perform as a cosmetics distributor. A manicurist is limited to performance in the skin and nail departments. An esthetician would be able to perform as a dermatologist assistant or a skin advisor. Estheticians can also become waxing/ hair removal specialists; skin advisors; travel and sales agents, etc.

Physical Requirements

The physical demands of Barbering and Cosmetology are similar, they require: standing for long periods of time, reasonable visibility, and the ability to position a steady hand. As an Esthetician some of the practices consist of: much hand usage, and sitting for long periods of time that may result in back strain. The demands for manicurists are: exceptional eyesight for close examining, a lot of hand usage, and leaning for extended periods of time over the client's hands or feet. Concerning all courses tolerance for chemical fumes is necessary and may cause some discomfort to eyes or asthmatic students.

Safety

The requirements to be trusted in handling materials professionally are that all practices establish common knowledge of chemicals used to avoid hazards by labeling all chemicals (hazardous, non-hazardous, active ingredients, etc.). There should also be knowledge that sharp objects can cause harm.

Professional Requirements

The California State Board of Barbering and Cosmetology requires all practicing Barbers, Cosmetologists, Estheticians, and Manicurists be licensed. Business owners must carry a business license visible to the clients in their facilities.

School Rules and Regulations

1. School hours are Tuesday to Friday 8:30am to 7:00pm, night shift is 3:00pm to 7:00pm and Saturday 8:30am to 5:00pm. We are closed Sunday and Monday.
2. Time signatures must be clearly legible. Students must enter their own times of attendance by utilizing the automatic time/date clock and printed time records in the assigned space provided on time cards.
3. In case of emergency, the student must call in before 8:30am to report his/her absence before the start of class on the same day. Three (3) absences without calling in will result in a 2-day suspension.
4. Students are required to be in class for roll call at the start of the scheduled class in uniform. **(Any student out of uniform will be clocked out and sent home to change).**
 - a) Cosmetology students must wear an apron, black pants and white shirt. Undergarments must be all black or all white. To protect legs and feet, socks or hose and closed toe/heel shoes must be worn.
 - b) Barbering students must wear an apron, black pants and black shirt. **Absolutely no sagging will be tolerated.**
 - c) Esthetics students must wear a white smock, white pants, and white shirt.
 - d) Manicuring students must wear a white smock, white pants, and white shirt.
5. Students appearing in school with their hair not combed will be required to clock out. Individual appearance needs to be done on student's own time.
6. A student is considered tardy if they arrive at 8:45am. At 8:45am the entrance door is locked and late students must return at 9:00am when the door is unlocked. If such attendance issues continue, students will be disciplined by either a suspension or other disciplinary measures.
7. Students are entitled to two ten-minute breaks and one half hour lunch for each 8-hour day.
8. Student's who are monitoring the front desk must be relieved before taking their break. The student should report to an instructor if they have not had their break by 1:30pm, although, it is the responsibility of the student to take time out for lunch and sign out for that period.
9. A student must use the IN and OUT space on their timecard to record the time arriving to the school and departing from the school. Student's initials are required. The instructor's initials are also required to confirm the student's

- attendance. Failure to do so will result in no credit. Students are required to sign in and out for breaks extended beyond the allowable time.
10. Students must sign in every morning. Sign in/out for lunch. Only two (2) students at a time may go to lunch from 11:00am to 2:00pm.
 11. Students may not leave school premises without clocking out. No student is allowed to clock out during school hours without permission from an Instructor. **No student may clock out for another student.** This rule is strictly enforced. Any time a student leaves the building his/her timecard **must** be left in the school. If time card is removed from the school, student will not receive credit.
 12. There is no eating, drinking, or chewing gum on the clinic floor, or the classrooms. Smoking on the premises is only allowed at least fifty feet from the entrance.
 13. Only enrolled students and paying clients are allowed in the clinic area. Student visitors are not allowed in the classrooms, lounge, or in the clinic area. If a visit is necessary, student visitors are to stay in the reception area.
 14. Business phones may not be used by the students for receiving personal calls. Cellular phones are strictly prohibited from the institution. While it is okay to have a phone on vibration mode for emergencies, should phones be visible to the public eye we will ask the student to place it in their locker, or get sent home.
 15. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
 16. Students must keep workstation in class or on the clinic floor clean and sanitary at all times. Students are responsible for their workstations, supplies, and their personal items.
 17. A minimum of ½ hour sanitation must be completed by each student daily. All kits and supplies must be in a sanitized condition at the end of each day. Student stations must be kept clean and orderly.
 18. All students serving the public must be courteous and pleasant. Students must look and act professional. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Refusal to take a client is grounds for dismissal for that day.
 19. No foul language will be tolerated including music.
 20. No student may leave a client while doing a chemical procedure such as a perm, color, or hair straightening service, except in an emergency and if he/she has permission by an instructor.
 21. Students must have a receipt **BEFORE** starting any service including personal services. Students are not allowed to give services or materials other than what is called for on the receipt.
 22. Students will pay in advance for supplies on personal services such as permanents, tints, or bleaches.
 23. Students are responsible for the return of college materials or equipment loaned to them. You should not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
 24. Students must not gather around the receptionist desk, congregate in the office or visit with another student who is busy with a client. All appointments must be made by the receptionist and no changes are to be made by the students.

25. Students are required to attend school on all business days before and after holidays. Saturdays are MANDATORY. Failure to attend school on a Saturday will result in a three (3) day suspension.
26. Student is given a graduation date based on attendance schedule. Students remaining in school beyond the completion date will be charged per hour for each hour in excess of their schedule of completion according to course.
27. Students have the privilege at all times to consult the director on personal problems. The institution positively reserves the right to suspend or expel a student who gossips, uses vulgar language, obscene tendencies, or causes any other discord.
28. The school will not tolerate the use of alcohol or drugs. No student will be admitted to class who is apparently under the influence of such substances. Students under the influence of alcohol, illegal drugs, or the distribution of, selling of such in or around school premises shall be immediately withdrawn, and the appropriate authorities will be notified.
29. Students must keep record of hours and services each day as required on the Student Daily Record of Applied Effort. Daily time cards will be audited by the school administrators and by authorized governing agencies. Credit will be given for applied effort continuously engaged in training and study of the branch of Cosmetology the student is enrolled in. An instructor must check all work or credit will not be given. Recording of hours and operations on the time card must be clear and readable.
30. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Satisfactory progress is checked monthly. If students progress is not satisfactory he/she will be put on probation for thirty (30) days.
31. Only products furnished by the school may be used unless otherwise approved by the instructor.
32. Students are to park only in the area designated by the school.
33. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated.
34. Students must comply with college policy and State rules and regulations.
35. Due to absences all assignments, tests, and homework must be made up if required by the instructor of the individual classes missed by the student.
36. Time cards for the current week are due in the drop box every Tuesday by the close of the day. **Any time cards dropped later than Tuesday are considered late and no clock hours will be credited. Only one (1) time card may be turned in per week.**
37. Notify the administrative office immediately of any name, address, or telephone change.
38. Any student absent for ten (10) consecutive days without permission will be terminated with notification from the school.
39. Personal Services: Students will have the opportunity to use the services of another student for that student to obtain practical credit for their services. Please remember it is our policy of ensuring that students complete all the required operations in the course by the time the student completes 90% of their hours. It is required that students be assigned and complete a minimum amount of

operations at different levels of their course. Therefore, students in the clinic floor must first complete the operations assigned by their instructor and finally obtain authorization for their own services. Personal services must be approved by an instructor. All students receive 50% off any service, as well as immediate family members. As for family members such as brothers, sisters, aunts, uncles, etc. there will be a 20% discount offer.

40. Assignments: As you know, it is our policy to ensure that students complete all the required operations to graduate by the time the student completes 90% of their hours. Students are required to complete three (3) operations before receiving services from another student. Our goal with this procedure is to force our students to gain speed in the completion of operations. In the beauty field, a Cosmetologist is expected to be excellent and fast when taking care of his/her clients. Students may be assigned to provide more than one operation to the same patron. This once again simulates the working demands at a beauty salon as if you were dealing with your own clients, students may not refuse assignments. All students must receive an equal opportunity to work with clients. All assignment sheets must be turned in on time and completed with instructor's initials. Students attending four (4) hours or less a day must complete 8 out of 10 assignments. Students attending more than four (4) hours a day must complete 10 out of 10 assignments.
41. Fire Drills: There will be no smoking during the fire drill. During this time, you are in class even though you may be outside for a few minutes during the drill. This rule applies to students, faculty and staff.
42. Reconciliation of Hours: Students that need to have their hours reviewed for accuracy need to make an appointment with the admissions office to have their time cards reviewed.

These rules are designed to form excellent work ethics and attendance similar to that demanded in the actual beauty field.

Failure to observe the above rules and regulations may subject the student to termination from the school.

1 Verbal Warning

3 Student Violations

On the third student violation, student will be suspended. After two (2) suspensions, student may be dismissed from school.

Student Rights and Responsibilities

The student has the right to ask the school the following:

1. The name of its approval and licensing organizations.
2. About its programs, laboratory and other physical facilities and its faculty.
3. The cost of attending and the policy on refunds to students who drop out.
4. What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs.

5. How the school determines whether you are making satisfactory progress and what happens if you are not.
6. What special facilities and services area available to the handicapped.

It is the student's responsibility to:

1. Review and consider all the information about the school program before enrolling.
2. Pay special attention to the application for enrollment, complete it accurately, and submit it on time to the admissions office. Errors can delay or prevent your enrollment.
3. Notify the school of any information that has changed since enrollment. If you have a loan you must notify the lender of these changes.
4. Read, understand, and keep copies of all forms you are asked to sign.
5. Repay any student loan you might have from prior enrollments (when you sign a promissory note you are agreeing to repay a loan).
6. Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
7. Understand your schools refund policy.
8. Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
9. Understand it is your responsibility and your liability when errors are made and funds for which you are not eligible are advanced to you or credited to your school account.
10. Ask questions to the necessary persons if something is not clearly understood.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any other member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's web site www.bppe.ca.gov.

Organizational Chart

The purpose of the following organizational chart is to clearly state the lines of authority in the D'Lacreme School of Cosmetology and Barbering.

OWNER

Jenny Marie Yepiz

DIRECTOR

Jenny Contreras

INSTRUCTORS

Ms. Jenny Yepiz–Freshman Class Instructor

Ms. Brenda Washington- Instructor

Ms. Mary Martell- Substitute Instructor

First Day of School Checklist

Administration Needs:

- Social Security Card
- Driver's License
- High School Diploma/ G.E.D.
- Name Badge (\$7.50) and Picture (\$1.00)
- Grey Credit App (if released to you)

General Needs:

- Uniform (Blk/Wht Only)
- Binder
- Paper
- Pen(s)/Pencil(s)
- 2 Combination Locks

In Addition:

Holiday Schedule

The following is the general holiday schedule for our students to follow. This shall allow you to make plans accordingly as it relates to your enrollment schedule.

New Years Day_____OFF

Memorial Day_____OFF

Independence Day_____OFF

Labor Day_____OFF

Thanksgiving Day (minimum day prior to holiday)_____OFF

Christmas Day (minimum day prior to holiday)_____OFF

It shall be mandatory that you adhere to this schedule; exceptions can only be accepted in a documented emergency situation.

Remember, whenever the school is closed by the decision of the Director, students will be credited for that day, unless otherwise specified.

I have read and understood the holiday schedule.

Student Signature

Date

School Official

Date

Hold Harmless Agreement

As a student enrolled at D'Lacreme Cosmetology and Barbering I, _____, do hereby acknowledge that I am aware D'Lacreme Cosmetology and Barbering is a school for beauty culture. The students in the school are not being recognized as skilled professionals and trained operators. For this reason I assume responsibility that I will in no way hold the above named school, it's proprietors and employees liable or accountable for any injury or damage that may occur to me during my attendance at D'Lacreme Cosmetology while work performed on me as a model for practical operations are demonstrated.

Student Signature

Date

School Official

Date

Notice of Cancellation & Buyers Right To Cancel

Start Date _____ Last Date of Attendance _____

If you plan to no longer attend classes beyond the 7th day of your class start date you may cancel your contract by signing this form without penalty or tuition obligations.

If you cancel, any payment you have made and any negotiable instrument signed to you shall be returned within ten days following the school's receipt of your cancellation notice.

If the school gave you any equipment, you must return it within ten business days of the date you signed a cancellation notice.

Your registration is not refundable under any circumstances.

Your kit is not refundable under any circumstances.

If you have any complaints, questions or problems, which you cannot work out with the school, write or call:

Counsel For Private Postsecondary and Education.
P.O. Box 980818
West Sacramento, Ca 95798
(916) 431-6959

I have decided to cancel my contract with D'Lacreme Cosmetology.

Student Signature

Cancellation Date

School Official

Date

Mail or deliver this completed form to D'Lacreme Cosmetology upon cancellation.

Student Personal Chemical Services

After careful consideration, which included input from the students and staff, and in accordance with D'LaCreme Cosmetology and Barbering policies, the following guidelines apply to those students who wish to have personal chemical services during their hours of attendance.

1. The students that would like to get a service done must have completed the prior week with perfect attendance.
2. Those students that are scheduled to attend an 8 hour day must have at least 3 operations done to start their personal service. Part time students see your instructor.

Note: Personal services are to be in cooperation with and under the supervision of the clinic instructor as well as appropriate arrangements made with the front desk. All students get 50% off any services, as well as immediate family members. As for family members such as brothers, sisters, aunts, uncles, etc. there will be a 20% discount offer.

The foregoing is in the interest of creating and maintaining a well rounded learning instructional and clinic service environment, as well as accommodating the individual desires of the students.

Student Signature

Date

School Official

Date

Release of Information Authorization

I understand that I have the right to gain access to my records according to schools "Access to Files" policy.

I also understand that I have the right to authorize certain individuals or organizations to gain access to the following information:

- School File Maintenance Package
- Home phone number
- Grades

I, _____, authorize D'Lacreme Cosmetology and Barbering to disburse my phone number to a potential employer or to release any information from my files except the following:

Student Signature

Date

School Official

Date

Document Policies

The following documents are intended for use by Instructors and kept in student records. With violation notices, each 3rd month starts a clean slate for each student (unless otherwise specified).

Counseling Report	Used to warn student
Probation Notice	Used each month if a student has earned counseling Reports
Violation Notice	3 earns a 3 day suspension with a probation. More than 3 earn a week suspension.
Suspension Notice	To be used when a student is being suspended After the second suspension students are considered for termination.
Leave of Absence	Issued for student in need of medical or personal leave. Issued only once per contract term.

It is important to get proper documentation for any leave of absence. There are various types of counseling reports to be used for specific purposes.

I, _____, have read and clearly understood the document policies.

Student Signature

Date

School Official

Date

Over Time Charges

Student is given a graduation date based on attendance schedule. Students remaining in school beyond their graduation date will have to pay per hour for each hour in excess of their schedule of completion according to course unless he/she can provide legitimate reason for being absent.

1. Doctor's Note
2. Jury Duty
3. Death in Family
4. Court Appearance
5. Work Schedule

Student Signature

Date

School Official

Date

Payment Installment Agreement

Please be advised that if you have been approved to pay your tuition in installments, a credit application with a co-signer must be completed and maintained in your school file.

Your tuition **must** be paid in full in order to receive your Proof of Training. There will be no exceptions to this policy.

Thank You,
Management

Print Name

Signature

School Official

Date

Date

Student Dress Code

All students are to wear BLACK or WHITE.
Barbering Students; Black pants, black shirt
Cosmetology Students: Black pants, white shirt
Esthetics Students: White pants, white shirt
Manicuring Students: White pants, white shirt

All students are to wear CLOSED heel and toe, flat or low heel shoes.

Any color shoe is acceptable.

All students must have socks that cover the ankle or some type of hosiery on at all times.
NO BARE FEET IN SHOES.

All students are to wear their school uniform at all times while in school.

Any visible undershirts must be BLACK or WHITE.

The black or white issued SMOCK/APRON is to be worn from the time the student enters the building until the time the student leaves the building.

Issued name badges are to be worn from the time the student's clock in to the time the student's clock out.

Student Signature

Date

School Official

Date

I, _____, have received a complete tour of D'Lacreme School of Cosmetology and Barbering.

Comments concerning the facility:

Student Signature

Date

School Official

Date

Student Regulations- Leaving School Premises

As stated during the orientation at the time of enrollment on the page titled “Student Regulations” the student acknowledges and signs a disclosure stating the following:

Students may not leave the school premises without clocking out on your time card. If you have to leave at any time other than your lunch break, you **MUST** have your instructor’s permission.

In addition, any break or circumstance that involves leaving the building or school premises **MUST** be approved and/or signed off by your respected instructor.

Students who fail to adhere to these instructions **WILL BE** suspended.

This statement is to enforce previous stated regulations in an effort to eliminate unauthorized breaks.

Student Signature

Date

School Official

Date

Student Regulations

1. School hours are Tuesday to Friday 8:30am to 7:00pm, night shift is 3:00pm to 7:00pm and Saturday 8:30am to 5:00pm. We are closed Sunday and Monday.
2. Time signatures must be clearly legible. Students must enter their own times of attendance by utilizing the automatic time/date clock and printed time records in the assigned space provided on time cards.
2. In case of emergency, the student must call in before 8:30am to report his/her absence before the start of class on the same day. Three (3) absences without calling in will result in a 2-day suspension.
3. Students are required to be in class for roll call at the start of the scheduled class in uniform. **(Any student out of uniform will be clocked out and sent home to change).**
 - a) Cosmetology students must wear an apron, black pants and white shirt. Undergarments must be all black or all white. To protect legs and feet, socks or hose and closed toe/heel shoes must be worn.
 - b) Barbering students must wear an apron, black pants and black shirt. **Absolutely no sagging will be tolerated.**
 - c) Esthetics students must wear a white smock, white pants, and white shirt.
 - d) Manicuring students must wear a white smock, white pants, and white shirt.
4. Students appearing in school with their hair not combed will be required to clock out. Individual appearance needs to be done on student's own time.
5. A student is considered tardy if they arrive at 8:45am. At 8:45am the entrance door is locked and late students must return at 9:00am when the door is unlocked. If such attendance issues continue, students will be disciplined by either a suspension or other disciplinary measures. Late students will not be permitted into theory.
6. Students are entitled to two ten-minute breaks and one half hour lunch for each 8-hour day.
7. Student's who are monitoring the front desk must be relieved before taking their break. The student should report to an instructor if they have not had their break by 1:30pm, although, it is the responsibility of the student to take time out for lunch and sign out for that period.
8. A student must use the IN and OUT space on their timecard to record the time arriving to the school and departing from the school. Student's initials are required. The instructor's initials are also required to confirm the student's

- attendance. Failure to do so will result in no credit. Students are required to sign in and out for breaks extended beyond the allowable time.
9. Students must sign in every morning. Sign in/out for lunch. Only two (2) students at a time may go to lunch from 11:00am to 2:00pm.
 10. Students may not leave school premises without clocking out. No student is allowed to clock out during school hours without permission from an Instructor. **No student may clock out for another student.** This rule is strictly enforced. Any time a student leaves the building his/her timecard **must** be left in the school. If time card is removed from the school, student will not receive credit.
 11. There is no eating, drinking, or chewing gum on the clinic floor, or the classrooms. Smoking on the premises is only allowed at least fifty feet from the entrance.
 12. Only enrolled students and paying clients are allowed in the clinic area. Student visitors are not allowed in the classrooms, lounge, or in the clinic area. If a visit is necessary, student visitors are to stay in the reception area.
 13. Business phones may not be used by the students for receiving personal calls. Cellular phones are strictly prohibited from the institution. While it is okay to have a phone on vibration mode for emergencies, should phones be visible to the public eye we will ask the student to place it in their locker, or get sent home.
 14. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
 15. Students must keep workstation in class or on the clinic floor clean and sanitary at all times. Students are responsible for their workstations, supplies, and their personal items.
 16. A minimum of ½ hour sanitation must be completed by each student daily. All kits and supplies must be in a sanitized condition at the end of each day. Student stations must be kept clean and orderly.
 17. All students serving the public must be courteous and pleasant. Students must look and act professional. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Refusal to take a client is grounds for dismissal for that day.
 18. No foul language will be tolerated including music.
 19. No student may leave a client while doing a chemical procedure such as a perm, color, or hair straightening service, except in an emergency and if he/she has permission by an instructor.
 20. Students must have a receipt **BEFORE** starting any service including personal services. Students are not allowed to give services or materials other than what is called for on the receipt.
 21. Students will pay in advance for supplies on personal services such as permanents, tints, or bleaches.
 22. Students are responsible for the return of college materials or equipment loaned to them. You should not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
 23. Students must not gather around the receptionist desk, congregate in the office or visit with another student who is busy with a client. All appointments must be made by the receptionist and no changes are to be made by the students.

24. Students are required to attend school on all business days before and after holidays. Saturdays are MANDATORY. Failure to attend school on a Saturday will result in a three (3) day suspension.
25. Student is given a graduation date based on attendance schedule. Students remaining in school beyond the completion date will be charged per hour for each hour in excess of their schedule of completion according to course.
26. Students have the privilege at all times to consult the director on personal problems. The institution positively reserves the right to suspend or expel a student who gossips, uses vulgar language, obscene tendencies, or causes any other discord.
27. The school will not tolerate the use of alcohol or drugs. No student will be admitted to class who is apparently under the influence of such substances. Students under the influence of alcohol, illegal drugs, or the distribution of, selling of such in or around school premises shall be immediately withdrawn, and the appropriate authorities will be notified.
28. Students must keep record of hours and services each day as required on the Student Daily Record of Applied Effort. Daily time cards will be audited by the school administrators and by authorized governing agencies. Credit will be given for applied effort continuously engaged in training and study of the branch of Cosmetology the student is enrolled in. An instructor must check all work or credit will not be given. Recording of hours and operations on the time card must be clear and readable.
29. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Students must maintain 80% of their scheduled attendance. Satisfactory progress is checked monthly. If students progress is not satisfactory he/she will be put on probation for thirty (30) days.
30. Only products furnished by the school may be used unless otherwise approved by the instructor.
31. Students are to park only in the area designated by the school.
32. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated.
33. Students must comply with college policy and State rules and regulations.
34. Due to absences all assignments, tests, and homework must be made up if required by the instructor of the individual classes missed by the student.
35. Time cards for the current week are due in the drop box every Tuesday by the close of the day. **Any time cards dropped later than Tuesday are considered late and no clock hours will be credited. Only one (1) time card may be turned in per week.**
36. Notify the administrative office immediately of any name, address, or telephone change.
37. Any student absent for ten (10) consecutive days without permission will be terminated with notification from the school.
38. Personal Services: Students will have the opportunity to use the services of another student for that student to obtain practical credit for their services. Please remember it is our policy of ensuring that students complete all the required operations in the course by the time the student completes 90% of their hours. It is

required that students be assigned and complete a minimum amount of operations at different levels of their course. Therefore, students in the clinic floor must first complete the operations assigned by their instructor and finally obtain authorization for their own services. Personal services must be approved by an instructor. All students receive 50% off any service, as well as immediate family members. As for family members such as brothers, sisters, aunts, uncles, etc. there will be a 20% discount offer.

39. Assignments: As you know, it is our policy to ensure that students complete all the required operations to graduate by the time the student completes 90% of their hours. Students are required to complete three (3) operations before receiving services from another student. Our goal with this procedure is to force our students to gain speed in the completion of operations. In the beauty field, a Cosmetologist is expected to be excellent and fast when taking care of his/her clients. Students may be assigned to provide more than one operation to the same patron. This once again simulates the working demands at a beauty salon as if you were dealing with your own clients, students may not refuse assignments. All students must receive an equal opportunity to work with clients. All assignment sheets must be turned in on time and completed with instructor's initials. Students attending four (4) hours or less a day must complete 8 out of 10 assignments. Students attending more than four (4) hours a day must complete 10 out of 10 assignments.
40. Fire Drills: There will be no smoking during the fire drill. During this time, you are in class even though you may be outside for a few minutes during the drill. This rule applies to students, faculty and staff.
41. Reconciliation of Hours: Students that need to have their hours reviewed for accuracy need to make an appointment with the admissions office to have their time cards reviewed.

These rules are designed to form excellent work ethics and attendance similar to that demanded in the actual beauty field.

Failure to observe the above rules and regulations may subject the student to termination from the school.

1 Verbal Warning

3 Student Violations

On the third student violation, student will be suspended. After two (2) suspensions, student may be dismissed from school.

Student Signature

Date

School Official Signature

Date